

Access Level Record Pilot Instructions--Cataloging

Each institution should create a total of 28 records: 8 common titles done at both access and “usual” levels and 12 institution-specific titles of which 6 are done at access level and 6 at the level usually used by the institution.

After each record is created, the cataloger enters data about that record into a Web survey form. When filling out the survey form for the pilot titles, the first pilot title a cataloger works on should be recorded as “1st” regardless of how many of the 3 practice titles the cataloger worked on.

Only those institution-specific records done at the usual level (not the access level) should be entered into OCLC. Other records, if at all possible, should be entered into the local database or a test database in order to give the reviewers the opportunity to look at the records under “normal” viewing conditions. Printouts of records put into save files or temporarily put into databases are an option if needed.

Eight Common Titles

- Each institution should create one access level record and one control record for each of 8 common titles. Control records will be cataloged according to an institution’s usual cataloging practices.
- The 8 common titles will be numbered from 1 – 8 and listed on the CONSER Web site. Some of the titles will be in print form (PDF surrogates will be supplied) and some in electronic form (URLs will be supplied).
- For the 8 common titles, no classification, subject headings, or authority records should be added or created. Authority files should be checked for heading forms and if no authority record is found, the heading should be constructed as usual for the control records and according to the access level guidelines for the access level records. For purposes of following the Guidelines, the cataloger should create the record **as if** authority records were present (this will affect statement of responsibility and 550 note in particular).
- The same cataloger should not catalog the same title at both access and usual levels.

Twelve Institution-specific Titles

- Each institution will also create records for 12 titles selected by the institution. 6 of the titles will be cataloged according to the institution’s usual practices. 6 titles will be cataloged at access level.
- Classification, subject headings and authority records will be created according to an institution’s usual practices. Two separate times will be entered into the survey: one amount of time for the descriptive portion of the record (i.e., the same work as will be done on the 8 common titles) and one amount time for the combined work of assigning classification, subject headings, and authority record creation.

Handling copy

Do not remove any fields from copy even if those fields would not be part of an

original access level record. The only exception is fields that are already outdated and will not be maintained. Leaving such information may give an incorrect impression of completeness. For example, 321 fields should be replaced by "frequency varies." See cataloging guidelines.